

~~CONFIDENTIAL~~

16 October 1959

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Use of Abbreviations in IPI

1. As you requested, the matter of standardization of abbreviations, not only for the IPI entries but also to be used for the intellofax cards, has been coordinated with the Library ([redacted]) and the Machine Division ([redacted]).

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2. It was mutually agreed that the abbreviations of S, C, QUO, R, and U may be used to represent the classifications, but that the Control Stamps should not be abbreviated. The letters used to represent the classifications have been used sufficiently within the community to be recognized. This is not true of the Control Stamps, and it is felt that either the punch card operator, the reference librarian, or the recipient of a tape run might not recognize an abbreviation of the Control Stamps.

[redacted]  
Chief, Control Branch

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ATTACHMENT:

Memo dated 8 September 1959, regarding subject. (thermo copy)

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